

CalATERS-Global Expense Summary

REPORT INFORMATION

Name Marcy J Mandel
Expense Dates 09/17/13-09/18/13
Form ID TEA000150101
Approver Richard J Chivaro
Start Date/Time 09/17/13 / 1855
End Date/Time 09/18/13 / 1915
Trip Location Sacramento
Purpose of Trip Official SCO business. Mtg at FTB.
Authorization #/ Trip # /

REPORT TOTALS

Report Total 606.52 USD
Department Paid 455.32 USD
Advance Schedule Amount 0.00 USD
Amount Due Employee 151.20 USD

**** Charges are in USD unless otherwise noted**

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
09/17/13	Airfare - Commercial	208.79	Department Paid	United States (US	1.00		208.79
09/17/13	Lodging	102.60	Cash	United States (US	1.00		102.60
09/17/13	Incidentals	5.00	Cash	United States (US	1.00		5.00
09/17/13	Personal Auto Mileage	5.65	Cash	United States (US	1.00		5.65
09/18/13	Airfare - Commercial	208.79	Department Paid	United States (US	1.00		208.79
09/18/13	Auto/Car Rental	37.74	Department Paid	United States (US	1.00		37.74
09/18/13	Gasoline	6.30	Cash	United States (US	1.00		6.30
09/18/13	Breakfast	7.00	Cash	United States (US	1.00		7.00
09/18/13	Lunch	11.00	Cash	United States (US	1.00		11.00
09/18/13	Parking, Auto	8.00	Cash	United States (US	1.00		8.00
09/18/13	Personal Auto Mileage	5.65	Cash	United States (US	1.00		5.65

Expense Sub-Totals

Auto/Car Rental 37.74
 Airfare - Commercial 417.58
 Gasoline 6.30
 Parking, Auto 8.00
 Breakfast 7.00
 Lunch 11.00
 Incidentals 5.00
 Lodging 102.60
 Personal Auto Mileage 11.30

Review Items - Exceptions and Questions

Text	Response	Policy
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Approvers should verify lodging was obtained in a designated high cost county.

46new

Did you obtain prior written approval to exceed the maximum allowed?

No PML 2013-22 & PML 2013-26.

#46a DPA
required - Lodgin

**CalATERS-Global
Expense and Miscellaneous Detail**

EXPENSE DETAIL SUMMARY

Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
09/17/13	Airfare - Commercial	208.79	Reimbursable			Yes
09/17/13	Lodging	102.60	Reimbursable			Yes
09/17/13	Incidentals	5.00	Reimbursable			No
09/17/13	Personal Auto Mileage	5.65	Reimbursable			No
09/18/13	Airfare - Commercial	208.79	Reimbursable			Yes
09/18/13	Auto/Car Rental	37.74	Reimbursable			Yes
09/18/13	Gasoline	6.30	Reimbursable			Yes
09/18/13	Breakfast	7.00	Reimbursable			No
09/18/13	Lunch	11.00	Reimbursable			No
09/18/13	Parking, Auto	8.00	Reimbursable			No
09/18/13	Personal Auto Mileage	5.65	Reimbursable			No

Cars used for Business Travel

Vehicle Type: Personal Auto Mileage